



# Illinois Department of Transportation

## Memorandum

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To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS  
From: Dianna L. Taylor  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: July 20, 2016

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Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement July 21, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Wednesday, August 3, 2016**. Applicants will not be accepted after that time and date.

**NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.**

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Jennifer Sunderland or Denise Hamilton at 217/782-5594.

TM IV

District Procurement Manager  
Region 1/District 1/Administrative Services  
Office of Highways Project Implementation  
Schaumburg

Attachments  
40986

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to [DOT.CO.BPM.EmploymentApplications@Illinois.gov](mailto:DOT.CO.BPM.EmploymentApplications@Illinois.gov) by **Wednesday, August 3, 2016, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

**NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.**



## Illinois Department of Transportation

An Equal Opportunity Employer

### Position Summary Sheet

**Classification:** Technical Manager IV

**Salary Range:** \$5,015 - \$9,155

**Position Title:** District Procurement Manager

**Union Position:** ☒ Yes ☐ No

**Position Number:** PW414-23-51-105-00-01

**IPR#:** 40986

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#### Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region One/District One/Bureau of Administrative Services/201 West Center Court, Schaumburg IL

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#### Description Of Duties:

This position is accountable for the coordination of procurement of goods and services from the District Operating Budget. The incumbent ensures that the district bureaus follow all applicable procurement rules, regulations, and directives; coordinates the preparation and monitoring of all contracts, real estate leases, and leases for office equipment rental funded by the District Operating Budget; approves all Buyers' Certifications in accordance with departmental guidelines; ensuring compliance with the Business Enterprise and Small Business and Veterans Preference Programs. S/He assists in processing all vehicle and non-vehicle equipment requisitions; monitors the district training budget and handles registration for all outside training for the district staff; handles day-to-day procurement; and approves and tracks all purchase documentation for the Bureau of Administrative Services.

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#### Special Qualifications:

***The following criteria is desired:***

- Knowledge, skill and mental development equivalent to the completion of four years of college, preferably with major courses in public administration, business, computer science, statistics, or accounting
- Five years experiences in public or business administration with an emphasis of procurement programs, or an equivalent combination of training and experience
- Ability to utilize main-frame computer procurement and accounting systems
- Expert knowledge of Microsoft software applications such as Excel and Access
- Ability to maintain good working relationships with bureaus, vendors, and agency officials

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#### Shift/Remarks:

8:00 am – 4:15 pm / Monday – Friday (45 minute lunch)

**\*THIS POSITION IS COVERED UNDER THE REVOLVING DOOR PROHIBITION (RDP) POLICY.**

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	March, 2016	<b>POSITION:</b>	District Procurement Manager
<b>APPROVED BY:</b>	Richard M. Johnson	<b>OFFICE/DIVISION:</b>	Highways/ District One/ Administrative Services
<b>CODE:</b>	PW414 23-51-105-00-01	<b>REPORTS TO:</b>	Business Services Manager

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***Position Purpose***

This position is accountable for the coordination of procurement of goods and services from the District Operating Budget. The incumbent ensures that the district bureaus follow all applicable procurement rules, regulations, and directives; coordinates the preparation and monitoring of all contracts, real estate leases, and leases for office equipment rental that are funded by the District Operating Budget; approves all Buyers' Certifications in accordance with departmental guidelines, and ensures compliance with the Business Enterprise program, and the Small Business and Veterans Preference Program. S/He also assists in processing all vehicle and non-vehicle equipment requisitions; monitors the district training budget and handles registration for all outside training for the district staff; handles day-to-day procurement and approves and tracks all purchase documentation for the Bureau of Administrative Services.

***Dimensions***

Annual Amount of Purchases	\$35 to \$50 Million
Number of Requests for Requisition Annually	150 - 200
Number of Buyer's Certifications Annually	100 - 200
Number of Leases and Rentals Annually	10
Annual Bureau Budget	\$8,000,000
Number of Outside Training Registrations	135

***Nature and Scope***

This position reports to the Business Services Manager as do the Inventory and Vehicle Manager, the Administrative Support Manager, an Office Assistant, and an Office Occupations Trainee.

This position is responsible for the issuing and/or reviewing and processing of purchasing and leasing documents covering the largest outlays of money of any district. The coordination of this effort is compounded by the fact that the District is comprised of over 1,300 employees working out of approximately 35 separate facilities.

Typical problems encountered by this position are: evaluating commodity and equipment amounts to ensure their adequacy based upon program demands and past experience; evaluating new products for possible use; developing alternate sources and encouraging potential vendors to become eligible for State business; obtaining the cooperation of District bureaus, the Central Bureau of Accounting and Auditing, the Department of Central Management Services and vendors to expedite processing of purchase documents; providing documentation in a timely manner to all interested parties; obtaining timely delivery of required items and services; obtaining approval of real property leasing and ensuring that all District purchasing and leasing activities conform to Departmental and other State guidelines. The greatest challenge to this position is to obtain the cooperation of District managers to completely and accurately estimate their equipment, commodity and real property needs so as not to impede the accomplishment of the District's primary objectives and successfully expediting requisitions through the complicated purchasing process.

The incumbent personally: The incumbent personally: prepares and/or reviews Requests for Requisitions, PBCs, RFPs, and IFBs; Initial drafts of contract documents to execute non-repetitive procurement for review and completion by senior unit personnel. The incumbent will make amendments to purchase orders, making certain that purchases reflect required guidelines respecting minority and women owned businesses, transmits them to the Central Office, verifies that accuracy of requisitions and purchase orders, and follows up to expedite their processing; when directed by program demands, evaluates purchase orders and proposed delivery time frames and recommends revised purchasing action to meet demands; coordinates the registration of District personnel for all outside training needs; coordinates the leasing of real property with appropriate District and Central Office bureaus and the Department of Central Management Services to obtain prompt approval, determines the most appropriate purchasing options for the acquisition of office equipment, instructs District personnel on the appropriate manner to make accurate and timely purchases within state guidelines; coordinates the various contracts needed for the repair and maintenance of office equipment within the District and medical examinations and evaluations needed for a various personnel matters; maintains current and accurate files for all statewide contracts utilized by the district; records and maintains records relating to the budget expenditures of the Bureau of Administrative Services; prepares contracts for Administrative Services and is the District "Expert" and resource person for the proper use of the contract generator and its' various applications; and acts as the District's liaison with the Central Office concerning all purchasing problems and procedures.

The position requires that the incumbent with a wide degree of latitude within the purchasing and leasing guidelines of the State and Central Office and is expected to take a great deal of initiative in selecting proper purchasing and leasing options so as to ensure the timely availability of commodities, equipment and services.

The incumbent must establish and maintain effective contacts with district and Central bureaus, the Department of Central Management Services and numerous vendors to ensure the timely availability of commodities, equipment and leased property.

The effectiveness of this position is measured by the ability to properly pursue the sequence of requisitioning, purchasing and shipping activities so as to ensure timely delivery of required goods and services and to ensure that all requisitioning and purchasing activities are in compliance with applicable laws, rules, and regulations, and in a time frame that ensures the District's activities and programs are not interrupted.

### ***Principal Accountabilities***

1. Ensures prompt and accurate preparation, processing, and documentation of procurement documents.
2. Monitors all procurements to ensure that the district is paying the lowest price for goods and services.
3. Instructs district personnel on proper procedures for making approved purchases within the guidelines of the Illinois Purchasing Act and other departmental rules.
4. Ensures compliance of district purchasing and leasing activities with the rules concerning minority and women-owned businesses.
5. Coordinates all outside training requests for district employees in conjunction with Personnel and Financial Services.
6. Maintains budget and expenditure records for the Bureau of Administrative Services.
7. Assists district bureaus in the development of leases and contracts for various commodities, services, and equipment.
8. Interprets contract provisions and reviews contracts for accuracy and makes necessary changes prior to bid.
9. Tracks all contract dates in order to assure that contracts do not expire without a replacement, or a renewal is completed.
10. Prepares written reports and spreadsheets for District Management.
11. Conducts training presentations for district staff on procurement procedures.
12. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
13. Performs other duties as assigned.